



"40 NIGHTS OF LIGHTS"

Friday, November 23, 2-10pm

New Location - 4th Street corridor between Jefferson & Main

CRAFT VENDOR APPLICATION

Company/Organization Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: (Required) _____

Fax: _____ Email: (Required) _____

Please provide the name and telephone number of one reference.

Name: _____ Phone: _____

Revenue Commission #: (Required)* _____



CRAFT VENDORS \$125 per 10x10, booth space - (Non-refundable upon acceptance into the event)

- All Booths should be decorated in Holiday Style
- Bring your own clip lights, extension cords - it does get dark early & Light Up will not provide these items
- Copy this form as needed to submit multiple booth locations

LOCATION RENTAL INCLUDES (if needed):

- 1 - 10x10 tented space or trailer location
- 2 - 8' tables
- 2 - Chairs
- 1 - Sign with vendor's name

Single Booth Space _____ Double Booth Space _____

Do you need electricity? Yes _____ No _____

You must supply 100' of 14 gauge outdoor extension cord, other cords as needed for booth, 3-way plugs, clip lights, etc...

List all power needs: (Be sure to specify voltage, number of amps, phase, etc.) _____

Please give a full description of the crafts you plan to offer (attach separate page if needed). Only those items detailed below will be permitted in your booth.

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***Payment cannot be accepted for incomplete applications. All Vendors must be registered with the Louisville Revenue Commission and in good standing upon payment for this event.**

Payment Options: CHECK, Visa or Master Card, Money Order, Cashier's Check

I have read and understand the rules and regulations listed above and agree to abide by LUL rules as listed in this document. If application is approved, (vendor name below)

_____ agrees to participate in LUL 2012 and to be responsible for all booth fees and additional incurred expenses.

Signature _____ Print Name _____ Date _____

HOLD HARMLESS CLAUSE:

The Vendor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the vendor's participation in the 2012 Light Up Louisville.

Signature _____ Date _____

Please send application, menu, payment and certificate of insurance to:
PLEASE MAKE CHECK PAYABLE TO LOUISVILLE METRO GOVERNMENT

2012 LUL
Mayor's Office of Special Events
Louisville Metro Hall
527 W. Jefferson, Ste. 606
Louisville, KY 40202
(502) 574-5316 □ (502) 574-5998 (fax)
www.louisvilleky.com

If you do not receive an acknowledgement within two weeks of sending in your application, please contact
kara.mackey@louisvilleky.gov or call (502) 574-5316.

Rules and Regulations

All vendors must be registered and in good standing with the Louisville Revenue Commission. Form attached. The Kentucky Department of Revenue Services imposes a 6% sales tax on all retail sales made within the Commonwealth. If you are selling food or merchandise during the festival, a Tax Remittance Form will be given to you on the day of event.

Vendors must bring their own clip lights to illuminate their booth during evening hours. These can be purchased at any local hardware store.

LUL continues rain or shine, so please keep yourself up to date on the predicted weather during the festival and bring appropriate weather related gear to the event.

LUL is not responsible for lost, stolen or damaged goods. **If approved, NO REFUNDS** will be given for submitted applications.

Space assignments are made at the discretion of the event staff.

Light Up Louisville

40 Nights of Lights

Fact Sheet

Downtown Louisville ~ Friday, November 23, 2012

Event Hours / Location

Light Up Louisville will be open 2 - 10 p.m. Participants are required to stay open the entire event. Your booth or space will be clearly marked upon arrival.

Set-up

Vendor setup begins at 10 a.m., Friday, November 23, 2012. Tear down may begin no sooner than 10 p.m. Booth must be ready and product available by 1:30 p.m. Vehicles are allowed in the event area to UNLOAD and LOAD only during non-event hours.

Parking

Vendor parking pass must be displayed in order to enter the parking area and to avoid being towed. Booth fee includes two complimentary parking passes.

Please return completed application, payment in full and proof of insurance (food vendors only) by **Monday, November 5, 2012**. *Application does not guarantee participation.* In order to ensure our vendors have a successful event, vendor applications are juried and will be submitted to the Light Up Louisville Committee for approval. Accepted participants will be notified. If your application is not approved, a refund will be issued. *(Additional information and parking passes will be mailed to you.)*

Please submit application to: **Mayor's Office
Special Events
527 W. Jefferson Street, Ste. 606
Louisville, KY 40202**

If you have any questions, please feel free to call (502) 574-5316
or email Kara.Mackey@louisvilleky.gov.

